



CITY OF SANTA BARBARA

COUNCIL AGENDA REPORT

AGENDA DATE: November 25, 2008

TO: Mayor and Councilmembers

FROM: General Services Division, Finance Department

SUBJECT: Environmental Preferred Purchasing Policy

RECOMMENDATION:

That Council adopt the proposed Environmental Preferred Purchasing Policy to assist City departments in purchasing products and services that minimize the City's impact on the environment.

DISCUSSION:

In 2005, the City of Santa Barbara implemented its Sustainable Santa Barbara Program, a citywide effort to practice and promote the protection and enhancement of our environment in all City services and operations. The City's sustainability program is far reaching and includes everything from reducing carbon emissions and waste to energy and water conservation.

One of the components of the Program is waste prevention, which includes policies and practices promoting the purchase of products and services that reduce the City's impact on the environment. With approximately \$50 to 80 million spent annually on goods and services, the City can have a positive and significant influence on the manner in which services are provided, and how goods are produced, packaged and shipped. Adopting an Environmental Preferred Purchasing (EPP) Policy is an important step towards the City achieving its goal of becoming a more sustainable organization through its purchasing choices.

While the City has not previously adopted a formalized EPP Policy, it has already implemented a number of purchasing practices designed to reduce its environmental impacts. These efforts include using 100% post-consumer content copier paper, converting to green janitorial products, purchasing Electronic Product Environmental Assessment Tool (EPEAT) Silver and Gold certified computers. Green purchasing practices include reviewing energy savings in the determination of a low bidder when purchasing equipment such as printers and copiers, and purchasing equipment made of recycled materials, such as playground equipment, asphalt and other supplies.

Recognizing the importance of having an EPP Policy to support the City's Sustainable Santa Barbara Program, a Green Team of employees from all City departments reviewed the City's purchasing efforts. The attached EPP Policy, developed by the Green Team, would codify the City's past efforts and existing practices, and formalize the City's ongoing commitment to reducing its impact on the environment. It will also further the progress already made in becoming a more sustainable organization by encouraging and allowing departments to include environmental considerations into their specifications for goods and services. The policy was presented to the Sustainability Council Committee on Thursday, October 2, and the Committee unanimously recommended forwarding the EPP Policy to the City Council for approval.

BUDGET/FINANCIAL INFORMATION:

The adoption of the policy will not have any significant budget impact. The City is already purchasing many "green" products and contracts will continue to be awarded to the lowest bidder using the existing municipal code competitive requirements. Some grants require the adoption of an EPP Policy which may offset any potential increases in other areas. Furthermore, the policy encourages but does not mandate the purchase of environmental preferred goods and services. Departments will decide if environmentally preferred products are adequately available at reasonable prices that meet their performance requirements.

SUSTAINABILITY IMPACT:

The EPP policy supports and will contribute to the City's Sustainable Santa Barbara Program's goal of becoming a more sustainable organization. By adopting an EPP Policy, the City will encourage departments to incorporate environmental factors into their specifications to reduce the impact of City operations on the environment. An EPP Policy will assist the City in its LEED certification efforts and is required to be eligible for some grants. Purchasing staff and departments with delegated purchasing authority will report their progress to the City Council in conjunction with the Sustainable Santa Barbara Annual Report.

ATTACHMENT: Environmental Preferred Purchasing Policy.

PREPARED BY: Robert Samario, Assistant Finance Director

SUBMITTED BY: Robert D. Peirson, Finance Director

APPROVED BY: City Administrator's Office

CITY OF SANTA BARBARA
ENVIRONMENTAL PREFERRED PURCHASING POLICY

Purpose

Promote the practice of environmental sustainability and prudent use of resources to minimize the City's impact on the environment by including environmental considerations in the procurement of materials, equipment, and services.

Background

The City of Santa Barbara ("City") recognizes that purchasing decisions have varying impacts on the environment. As an environmental leader in the community, the City will demonstrate its intention to ensure responsible stewardship of the environmental resources under its influence through this Environmental Preferred Purchasing Policy. Through the purchase of products that minimize environmental impacts, the City will set a positive example and play a significant role in the advancement of environmental stewardship in our community.

Definition

Environmental Preferred Purchasing (EPP) is the practice of purchasing products and services that are less harmful to the environment — land, air, water, etc. — and all species that depend upon the environment for survival (including humans). Environmental preferred products and services are those that are made with or performed using less harmful materials, made from recycled or recovered materials, or otherwise are produced with minimal impacts on the environment.

Goal and Procedures

The goals are to meet or exceed the minimum environmental targets in the LEED rating system, including spending a minimum of 40% of total dollars spent for ongoing business office consumables and supplies and durable office equipment including but not limited to electronics and furniture on items that meet the City's definition of environmental preferred products.

Nothing in this policy shall be construed as requiring departments to procure products or materials that do not perform adequately for their intended purpose, exclude adequate competition, or are not available at reasonable prices in a reasonable amount of time. However, the City will consider and to the extent practical, establish specifications that favor those products, materials, and services that have a lesser environmental impact. The City recognizes the inherent complexity of identifying more environmentally preferred products, and therefore will use recognized third-party environmental standards organizations such as, but not limited to, Green Seal, Eco Label, Forestry

Stewardship Council (FSC), and Electronic Product Environmental Assessment Tool (EPEAT).

The City will balance environmental and fiscal responsibilities in making EPP decisions. The City's General Services Division and City departments with delegated purchasing authority will strive to purchase products with the highest percentage recycled content available provided that the products meet acceptable use and performance standards.

Whenever feasible and appropriate, departments will use life cycle costing to assist in the selection process. Life cycle costing consists of, but is not limited to, initial acquisition cost, on-going maintenance and operational costs (e.g. energy usage, etc.) over the estimated useful life, and disposal costs.

In addition, City will consider the following criteria as well as other criteria as appropriate when developing specifications.

- Durable, as opposed to single use or disposable items
- Non-toxic or minimally toxic, preferably biodegradable
- Highly energy-efficient
- Recyclable, but if not recyclable, may be disposed of safely
- Have recycled content
- Made from raw materials that have been obtained in an environmentally sound, sustainable manner
- Causing minimal or no environmental damage during normal use or maintenance
- Shipped with minimal packaging (consistent with care of the product), preferably made of recycled and or recyclable materials
- Products that the City has purchased through a competitive process that meet the above criteria will appear on the City's procurement list and will be given preferred purchase status.

In addition, to the extent practical and appropriate, transportation methods and distances involved in delivery of goods or services will be considered in the development of specifications.

When appropriate, the City will include a clause in its bidding specifications that reads: "The City of Santa Barbara is committed to buying products with recycled content or environmentally sustainable alternatives. Please offer any alternatives that you feel are available for this product and supply all relevant specific information about the product."

EPP requirements will be incorporated in the scope of work for services and into the technical specifications for equipment and materials. Award will continue to be to the low responsible bidder.

In determining low responsible bidder, the City may consider, in addition to the specifications, the environmental conscious of the bidder's operations on the environment and whenever the City will use third-party certification agencies such as ISO.

The City's Green Team will be responsible for the yearly review of EPP products. Upon completion of this review, new products may be recommended for addition to, or removal from, the procurement list.

The policy and corresponding procedures will be reviewed annually by the Purchasing Manager for applicability and any suggested updates will be presented to Council for adoption.